

# INSTRUCTIONS FOR COMPLETING THE ARRA-4X

In accordance with R12-1-202.B., the possessor of a non-exempt x-ray machine shall submit the appropriate forms for the registration of the machine within thirty days of installation.

1. The facility name is the name that appears in Part 1 of the Application for Registration on the ARRA-4 form. If you are currently registered with this agency, and making changes regarding your registration, obtain from your ARRA-10, or registration.
2. For facilities that are already registered, obtain your registration number from your ARRA-10, or registration. If you are an applicant for registration, leave blank.
3. Enter today's date.
4. Name and signature of individual completing this application.
5. Indicate type of x-ray machine by making a mark to the right of the applicable type.
6. Indicate sub-type of x-ray machine by making a mark to the right of the applicable sub-type.
  - a. Mobile means x-ray equipment mounted on a permanent base with wheels and/or casters for moving while completely assembled.
  - b. Stationary means x-ray equipment which is installed in a fixed location.
  - c. Portable means x-ray equipment designed to be hand-carried.
  - d. Transportable means x-ray machine installed in a vehicle or trailer.
7. Equipment information is obtainable on the manufacturer's plate on the control panel and tube head housing and/or your owner's manual. Maximum KVP and MA are the maximum setting for these factors on the control panel. Model and serial numbers for the radiographic or fluoro tube pertain to the tube housing, not the tube insert.

## EXAMPLE

		Name of Manufacturer	Model Number	Serial Number	MAXIMUM KVP	MAXIMUM MA	Location of Unit
Control Panel		<i>Gendex</i>	<i>GX-770</i>	<i>770-12675466</i>	<i>70</i>	<i>7</i>	<i>Oper. 1</i>
HOUSING INFORMATION	Rad Tube #1	<i>Gendex</i>	<i>GX-770</i>	<i>771-12896763</i>			
	Rad Tube #2						
	Fluoro Tube #1 (or Rad Tube #3)						
	Fluoro Tube #2 (or Rad Tube #4)						

## NOTE

If this equipment is replacing registered equipment in your facility, enclose a copy of your registration denoting which unit is being replaced and is to be deleted from your registration. **FAILURE TO MAKE NOTIFICATION OF ANY SUCH DELETIONS WILL IMPLY ALL UNITS APPEARING ON YOUR REGISTRATION REMAIN IN YOUR POSSESSION, MAINTAINING YOUR RESPONSIBILITY FOR THEIR SAFE OPERATION AND YOUR CONTINUAL RESPONSIBILITY FOR ASSOCIATED FEES.** In accordance with R12-1-202.C., provide specific information regarding the disposition of any x-ray unit being removed from your registration.